FSC-104-B	6/26/98
SUBJECT: 1998 Wholesale Partners Programs	
Response Required? __X__ Yes	
Date Required: See Below	

DISTRIBUTION:

X AVP	X KAM	X DM
X RSM	X AM	X RM
X RBM	X AE	___ Sales Rep
X ROM		___ Retail Rep

Objective: Provide data reporting requirements for the First Half 1998 Wholesale Partners Program final payment and provide Enrollment Procedures and Timetable for the Second Half 1998 Wholesale Partners Program.

Purpose: Ensure volume data reported by Plan A and Plan G participants qualifies for Program payment.

First Half 1998 Wholesale Partners Program

The First Half 1998 Partners Program will be complete as of the week ending **July 5, 1998**.

In preparation for final SOM results determination for your direct accounts participating in the Wholesale Partners Program, it is important that the following data reporting requirements are met to obtain accurate program payment calculation.

Data Reporting Requirements:

- Data submitted for the program period (January 5 - July 5) *must* be received by MSA no later than **July 8, 1998**.
- All data resolutions, including resubmission's for Second Quarter and reporting of inventory, *must* be complete by **July 15, 1998**.
- In order to qualify for Second Quarter Category I (April - June, 1998) the account *must* have a **minimum** of 10 weeks of data submitted and "passed".
- In order to qualify for Category II and Category IV the Direct Account *must* have a **minimum** of 22 weeks of data submitted and "passed".
- In order to qualify Category III Partner's Promotions for payment, the RJR Account Manager *must* enter the number of cartons shipped to retail during the designated timeframe on the Retail Promotion Tracking Screen (T28) for that promotion.

If these data reporting requirements are not met, the volume data will not be included in the final First Half 1998 Program payment.

Payment Approval:

The final First Half 1998 Wholesale Partners payment approval process is scheduled for **July 29 - August 12, 1998**. *(Specific details will be communicated to you mid-July.)*

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Plan Changes:

- All Partners Plan designation changes *must* be requested through your Area Sales Office.
- You can *not* change a designated Plan (**A** or **G**) for any direct account that has been previously paid for quarterly performance in CATEGORY II.
- All Plan change requests for the First Half Wholesale Partners Program *must* be received no later than **July 17, 1998**.

As Information:

The *Direct Account Reported Promotions* spreadsheet of all Promotion Descriptions reported to MSA, by direct accounts, during the month of April has been replaced with **May** Promotion Descriptions in G Drive as follows: G:_sales_98plans\whlpart\1sthalf.

It is recommended that you review the Promotion Variance Report for accuracy and the Direct Accounts Promotions Spreadsheet in G:Drive for any discrepancies prior to July 6, 1998 when automated promotion tracking is effective.

Enrollment Procedures & Timetable

Each Direct Account participating in the July - December, 1998 Wholesale Partners program *must* sign an Enrollment Agreement.

- The appropriate Plan (**A** or **G**) *must* be designated on the Enrollment Agreement in order to project payments in the Partners Tracking Reports. MSA can not process data received prior to the date shown on the Enrollment Agreement. This form must be dated no later than **July 6, 1998**.
- The completed Enrollment Agreements *must* be faxed directly to the RJR Help Desk (412) 362-7923 no later than **July 31, 1997**.

  If the signed Enrollment Agreement is not received by the required deadline, then the Account will not be enrolled in the Second Half 1998 Wholesale Partners Program. The data will *not* be tracked, and the Account will forfeit all rights to earn a Partners payment for the program period. If extenuating circumstances have prevented you from meeting this deadline, the *only* exception that will be made must be submitted in writing and approved by your Area Sales Office and Trade Marketing.
- Direct Accounts will be activated in the Second Half 1998 Wholesale Partners Program (if the Enrollment Agreement is received) on a weekly basis beginning the week of **July 20, 1998**.

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